

R2.0 Test Script_INC_020504_v2.xls

Script Name Incomplete Letter Report
Description The purpose of this script is to test the ability of the eZ-Audit system to generate an "Incomplete Letter Report" when submissions are found to be incomplete.
Created By Kevin Rowland
Tested By
Date Tested
Prerequisites Must be logged in as a Case Team member.
Use Cases Covered Quailly Control (30); Query (7)

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
	Case Team Login					
1	Click to open Internet Browser	Browser opens				
2	Enter eZ-Audit application link into browser: <http://dev.ezaudit.ed.gov:8531/EZW ebApp/common/login.jsp>.	System presents the login page. The following text is displayed below the Welcome to eZ-Audit heading: "Welcome to the eZ-Audit website. If this is your first time using this site, you will need a username and temporary password already registered from ED. If you are not a registered user or if you have forgotten your username and password, please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877) 263-0780." "If you are registered to use this site, please enter your username and password to login." "*Disclaimer* - This site uses session cookies. If your browser does not allow cookies, or you do not have cookies enabled, you will not be able to access this site. The cookie will not be stored on your machine after you close your browser." The system will display a username and password label and text boxes for login. A button will also be displayed with the label "Login". The following text must also be displayed on the page: "WARNING: This is a Department of Education computer system. Department of Education computer systems are provided for the processing of Official U.S. Government information only. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTING, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE." "Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - whether through a secure Web form, a standard Web form, or by sending an electronic mail message - is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties. The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA. The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with this web site, or you have questions about the FSA's privacy policy and information practices you should e-mail us at webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail. "				
3	Enter username <pscre03> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
4	Select "Login" button	<p>System displays the "Quality Control (QC) Home" page.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The contents area of the page has the heading "Submissions Pending QC Review." Immediately above the heading are links to team sections <1, 2, 5, 11>. Immediately below the heading is a two column table with the column headings of Institution Name and Submission Information. The system presents the user with a list of schools that are pending QC review. The below example illustrates the format in which these institutions are presented to the user. This example will be displayed on the page.</p> <p>-Institution Name <Proprietary School> (link) -Submission Information OPE ID: <10000005> FY End: <N/A> Date of Submission: <10/23/2003> Resolution Due Date: Submission Type: <Merger/Change in Ownership Financial Statement> Team: <2> System Flag: <Flagged></p> <p>The content area above will be contained in the area called Submissions pending QC review. Below this area will be a section that has an identical format that will be titled Submissions pending Approval.</p>				
QC Financial Statement review						
5	Select "Institution Name <Proprietary School>" link that pertains to the school OPE ID <10000005>, Submission type <Merger/Change of Ownership Financial Statement>	<p>The contents area of the page has the heading "Financial Statement QC." Immediately below the heading is the Institution name <Proprietary School>, OPEID <10000005>. The page contains sections with the following questions:</p> <p>-Validate PDF</p> <p>1. Are all attached PDFs viewable? (Yes/No) If no, which are not viewable? (Dropdown box with all possible attachments) "Add" button is provided to make the desired selections</p> <p>-Submission Quality</p> <p>1. Were the Financial Statement questions answered correctly? (Yes/No) If no, which questions were incorrect? (Dropdown box with all questions) "Add" button is provided to make the desired selections</p> <p>Notes: (text box)</p> <p>-Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? (Yes/No) If no, which questions were invalid? (Dropdown box with all questions) "Add" button is provided to make the desired selections</p> <p>2. Are all required documents attached? (Yes/No) If no, which attachments were missing? (Dropdown box with all questions)</p> <p>Ex) - Audited Financial Statement is missing. - Financial Statement Independent Auditors Report is missing. - Financial Statement Report on Compliance and Internal Controls is missing. - Other is missing. "Add" button is provided to make the desired selections</p>	INC75 INC77 INC79 INC80			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
		<p>3. Are all required attachments properly presented? (Yes/No) If no, which attachments are not presented properly? (Dropdown box with all questions) Ex) - Financial Statement Independent Auditors Report is not titled. - Financial Statement Independent Auditors Report is not signed. - Financial Statement Independent Auditors Report has an improper signature. - Financial Statement Independent Auditors Report is not dated. - Financial Statement Independent Auditors Report is not on letterhead. - Financial Statement Independent Auditors Report does not specify GAGAS. - Financial Statement Independent Auditors Report does not refer to all Financial Statements. - Financial Statement Independent Auditors Report does not refer to GAAP. - Financial Statements Report On Compliance and Internal Controls is not titled. - Financial Statements Report On Compliance and Internal Controls is not signed. - Financial Statements Report On Compliance and Internal Controls is not dated. - Financial Statements Report On Compliance and Internal Controls is not on letterhead. - Financial Statements Report On Compliance and Internal Controls does not specify GAGAS. - Financial Statements Report On Compliance and Internal Controls does not refer to all Financial Statements. "Add" button is provided to make the desired selections Notes: (text box) -Data Entry Analysis 1. Balance Sheet/Statement of Position Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections 2. Income Statement/Statement of Activities Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections 3. Cash Flow Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections Notes: (text box) Comments (To display on the Incomplete Letter) (text box) -Complete Score Calculation Score Calculation (not required for flagged submissions) (link) -Decision/Outcome eZ-Audit decision: System Flag: Notes: (text box) A "Save" button is provided</p>				
6	Select <No> for "Were the Financial Statement questions answered correctly?"	Field accepts input				
7	Select <1.Date of One Day Balance Sheet> and <1.Reason> from the dropdown box associated with "Were the Financial Statement questions answered correctly?"	Field accepts input				
8	Select "Add" button associated with "Were the Financial Statement questions answered correctly?"	System refreshes the "Financial Statement QC" page. Next to the "Add" button associated with the question "Were the Financial Statement questions answered correctly?" the selections made from the dropdown box are listed.				
9	Select <Yes> for "Does the Checklist contain valid answers?"	Field accepts input				
10	Select <No> for "Are all required documents attached?"	Field accepts input				
11	Select all choices listed in the dropdown box associated with "Are all required documents attached?"	Field accepts input				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
12	Select "Add" button associated with "Are all required documents attached?"	System refreshes the "Financial Statement QC" page. Next to the "Add" button associated with the question "Are all required documents attached?" the selections made from the dropdown box are listed. It will appear as follows: -Audited Financial Statements: -One Day Balance Sheet: -Other: -All:				
13	Select <No> for "Are all required attachments properly presented?"	Field accepts input				
14	Select all choices listed in the dropdown box associated with "Are all required attachments properly presented?"	Field accepts input				
15	Select "Add" button associated with "Are all required attachments properly presented?"	System refreshes the "Financial Statement QC" page. Next to the "Add" button associated with the question "Are all required attachments properly presented?" the selections made from the dropdown box are listed. It will appear as follows: -Audited Financial Statements: -One Day Balance Sheet: -Other: -All:				
16	Select <Cash and Cash Equivalents> from the Data entry dropdown box associated with the Balance Sheet	Field accepts input				
17	Select "Add" button associated with "Data entry:" for the Balance Sheet	System refreshes the "Financial Statement QC" page. Next to the "Add" button associated with the question "Data entry:" for the Balance Sheet the selections made from the dropdown box are listed. It will appear as follows: -Cash and Cash Equivalents				
18	Select "Save" button	System refreshes the "Financial Statement QC" page. The page is presented with the user inputs displayed and an addition fields are added to the "Decision/Outcome" section of the page. This section is displayed in the following format: -eZ-Audit recommended decision: (system generated value) <Incomplete> -System Flag: <Flagged> -Completeness Status: (Complete/Incomplete) -Refer to Case: (Dropdown box pre-populated with "Select a Reason") Notes: (text box) The following buttons are presented: Save and Submit				
19	Select <Incomplete> for the "Completeness Status"	Field accepts input				
20	Select "Submit" button	System displays a Preview page of the "Incomplete Letter Report." This allows the case user to view the incomplete letter report before it is finalized. The page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout The page has left navigation: -Submission Summary -Financial Statements -View Attachments -Financial Statement QC -Correspondence Log -Notes This letter will be in a read-only format. The letter is populated with information that is specific to that institution. The presentation of this information will be provided in the following format: -Letter Header <United States Department of Education.....> -Printer-Friendly Version link -Current Date -OPE ID -School Institution/Group Locator President's name - School Institution/Group Locator Name - School Institution/Group Locator Address - School Institution/Group Locator City, State, Zip	INC16 INC72 INC73 INC74 INC17-INC41			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
		<ul style="list-style-type: none"> -Contents of Letter outlining reasons why submission was deemed incomplete -Financial Statement -Date of One Balance Sheet and Reason is missing -Audited Financial Statements is missing -One Day Balance Sheet is missing -Other is missing -All is missing -Cash and Cash Equivalents item submitted does not match pdf value> -Resubmission instructions and deadlines -eZ-Audit Help Desk contact information -Statement of Student Assistance General Provision regulations -Signature from eZ-Audit Team The system will provide the following buttons: Accept and Reject 				
21	Select "Accept" button	System display "QC" home page. The "Merger/Change in Ownership Financial Statement" submission associated with the institution "Proprietary School" "OPE ID: 10000005" will no longer be displayed in the queue. All remaining records should be displayed on the page.				
	QC Compliance Audit review					
22	Select "Institution Name <Proprietary School>" link that pertains to the school OPE ID <10000003>, Submission type <Stub Audit Compliance Audit>	<p>The contents area of the page has the heading "Compliance Audit QC." Immediately below the heading is the Institution name <Proprietary School>, OPEID <10000003>. The page contains sections with the following questions:</p> <ul style="list-style-type: none"> -Validate PDF 1. Are all attached PDFs viewable? (Yes/No) If no, which are not viewable? (Dropdown box with all possible attachments) "Add" button is provided to make the desired selections -Submission Quality 1. Were the Financial Statement questions answered correctly? (Yes/No) If no, which questions were incorrect? (Dropdown box with all questions) "Add" button is provided to make the desired selections Notes: (text box) -Validate Checklist/PDF 1. Does the Checklist contain valid answers? (Yes/No) If no, which questions were invalid? (Dropdown box with all questions) "Add" button is provided to make the desired selections 2. Are all required documents attached? (Yes/No) If no, which attachments were missing? (Dropdown box with all questions) Ex) - Audited Financial Statement is missing. - Compliance Audit is missing. - Financial Statements Report On Compliance and Internal Controls is not dated is missing. - Servicer Information Sheet is missing. - Report on Compliance with Specified Requirements Applicable to the FSA Programs is missing. - Schedule of Findings and Questioned Costs is missing. <p>-Summary Schedules is missing.</p> <ul style="list-style-type: none"> - Auditor's Comments on Resolution Matters Related to Prior Audit Findings is missing. - Corrective Action Plan is missing. - Other is missing. <p>"Add" button is provided to make the desired selections</p> 3. Are all required attachments properly presented? (Yes/No) If no, which attachments are not presented properly? (Dropdown box with all questions) Ex) - Auditor Information Sheet is incomplete. - Auditor Information Sheet does not properly address enrollment percentages. - Servicer Information Sheet is incomplete. - Report on Compliance with specified Requirements Applicable to the FSA Programs is incomplete. - Report on Compliance with Specified Requirements Applicable to the FSA Programs was not signed. - Report on Compliance with Specified Requirements Applicable to the FSA Programs has an improper signature. - Report on Compliance with specified Requirements Applicable to the FSA Programs was not dated. - Report on Compliance with specified Requirements Applicable to the FSA Programs not on letterhead. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not list all required Management Assertions. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not clearly identify the periods examined.	INC76 INC78 INC81 INC82			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
		-Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of Government Auditing Standards. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of attestation standards established by AICPA. - Report on Compliance with specified Requirements Applicable to the FSA Programs did not disclose use of the appropriate Audit Guide. - Schedule of Findings and Questioned Costs is incomplete. - Summary Schedules is incomplete. - Summary Schedules do not represent the findings. - Auditor's Comments on Resolution Matters related to prior audit findings is incomplete. - Corrective Action Plan is incomplete. - Corrective Action Plan is not signed. - Corrective Action Plan has an improper signature. - Corrective action plan is not on school letterhead. "Add" button is provided to make the desired selections Notes: (text box) "-Data Entry Analysis 1. Balance Sheet/Statement of Position Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections 2. Income Statement/Statement of Activities Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections 3. Cash Flow Data Entry: (Dropdown box with all items) "Add" button is provided to make the desired selections Misclassification/Treatment: (Dropdown box with all items) "Add" button is provided to make the desired selections Notes: (text box) Comments (To display on the Incomplete Letter) (text box) -Complete Score Calculation Score Calculation (not required for flagged submissions) (link) -Decision/Outcome eZ-Audit decision: System Flag: Notes: (text box) A "Save" button is provided				
23	Select <No> for "Were the Compliance Audit questions answered correctly?"	Field accepts input				
24	Select <1.FWS 84.033 Audited> from the dropdown box associated with "Were the Compliance Audit questions answered correctly?"	Field accepts input				
25	Select "Add" button associated with "Were the Compliance Audit questions answered correctly?"	System refreshes the "Compliance Audit QC" page. Next to the "Add" button associated with the question "Were the Compliance Audit questions answered correctly?" the selections made from the dropdown box are listed.				
26	Select <No> for "Does the Checklist contain valid answers?"	Field accepts input				
27	Select <2.Auditor Information Sheet> from the dropdown box associated with "Does the Checklist contain valid answers?"	Field accepts input				
28	Select "Add" button associated with "Does the Checklist contain valid answers?"	System refreshes the "Compliance Audit QC" page. Next to the "Add" button associated with the question "Does the Checklist contain valid answers?" the selections made from the dropdown box are listed.				
29	Select <No> for "Are all required documents attached?"	Field accepts input				

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
30	Select <Corrective Action Plan:> from the dropdown box associated with "Are all required documents attached?"	Field accepts input				
31	Select "Add" button associated with "Are all required documents attached?"	System refreshes the "Compliance Audit QC" page. Next to the "Add" button associated with the question "Are all required documents attached?" the selections made from the dropdown box are listed.				
32	Select <No> for "Are all required attachments properly presented?"	Field accepts input				
33	Select <Corrective Action Plan:> from the dropdown box associated with "Are all required attachments properly presented?"	Field accepts input				
34	Select "Add" button associated with "Are all required attachments properly presented?"	System refreshes the "Compliance Audit QC" page. Next to the "Add" button associated with the question "Are all required attachments properly presented?" the selections made from the dropdown box are listed.				
35	Select "Save" button	System refreshes the "Compliance Audit QC" page. The page is presented with the user inputs displayed and an addition fields are added to the "Decision/Outcome" section of the page. This section is displayed in the following format: -eZ-Audit recommended decision: (system generated value) <Incomplete> -System Flag: <Flagged> -Completeness Status: (Complete/Incomplete) -Refer to Case: (Dropdown box pre-populated with "Select a Reason") Notes: (text box) The following buttons are presented: Save and Submit				
36	Select <Incomplete> for the "Completeness Status"	Field accepts input				
37	Select "Submit" button	System displays a Preview page of the "Incomplete Letter Report." This allows the case user to view the incomplete letter report before it is finalized. The page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout The page has left navigation: -Submission Summary -Financial Statements -View Attachments -Compliance Audit QC -Correspondence Log -Notes This letter will be in a read-only format. The letter is populated with information that is specific to that institution. The presentation of this information will be provided in the following format: -Letter Header <United States Department of Education.....> -Printer-Friendly Version link -Current Date -OPE ID -School Institution/Group Locator President's name - School Institution/Group Locator Name - School Institution/Group Locator Address - School Institution/Group Locator City, State, Zip -Contents of Letter outlining reasons why submission was deemed incomplete -Compliance Audit <-Corrective Action plan is missing -Corrective Action plan is not viewable -Auditor Information is incorrect> -Resubmission instructions and deadlines -eZ-Audit Help Desk contact information -Statement of Student Assistance General Provision regulations -Signature from eZ-Audit Team The system will provide the following buttons: Accept and Reject	INC16 INC72 INC73 INC74 INC42-INC69			

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
38	Select "Accept" button	System display "QC" home page. The "Stub Audit Compliance Audit" submission associated with the institution <Proprietary School OPE ID: 10000003> will no longer be displayed in the queue. All remaining records should be displayed on the page.				
	Logout					
39	Select "Logout" button in top nav	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."				
40	Close browser window	Internet browser is closed				
	Workflow Check					
41	Enter username <nonprof03> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
42	Select "Login" button	System presents the "Home Page" with the Institution Name <Proprietary School> and OPEID <10000003> shown at the top of the page. The system should not display a notification alerting the institution that a incomplete letter report has been posted for a Stub Audit Compliance Audit. This will only be done when the Stub Audit Financial Statement is reviewed by Quality Control. The remainder of the page will resemble the original "Home" page format.				
	Logout					
43	Select "Logout" button in top nav	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."				
44	Close browser window	Internet browser is closed				

Script Name Incomplete Letter Report

Description The purpose of this script is to test an institutional user's ability to view an incomplete letter and make resubmission after a previous submission has been deemed incomplete by the eZ-Audit system.

Created By Kevin Rowland

Tested By

Date Tested

Prerequisites Must be logged in as an Institution Data Entry user.

Use Cases Covered View Submission (2)

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
	Viewable Incomplete Letter					
1	Click to open Internet Browser	Browser opens				
2	Enter eZ-Audit application link into browser: <http://dev.ezaudit.ed.gov:8531/EZWebApp/common/login.jsp>.	<p>System presents the login page.</p> <p>The following text is displayed below the Welcome to eZ-Audit heading:</p> <p>"Welcome to the eZ-Audit website. If this is your first time using this site, you will need a username and temporary password already registered from ED. If you are not a registered user or if you have forgotten your username and password, please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877) 263-0780."</p> <p>"If you are registered to use this site, please enter your username and password to login."</p> <p>"*Disclaimer* - This site uses session cookies. If your browser does not allow cookies, or you do not have cookies enabled, you will not be able to access this site. The cookie will not be stored on your machine after you close your browser."</p> <p>The system will display a username and password label and text boxes for login. A button will also be displayed with the label "Login".</p> <p>The following text must also be displayed on the page:</p> <p>"WARNING: This is a Department of Education computer system. Department of Education computer systems are provided for the processing of Official U.S. Government information only.</p> <p>THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTING, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE."</p> <p>"Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - whether through a secure Web form, a standard Web form, or by sending an electronic mail message - is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties.</p> <p>The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA. The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with this web site, or you have questions about the FSA's privacy policy and information practices you should e-mail us at webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail. "</p>				

3	Enter username <nonprof05> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
4	Select "Login" button	<p>System presents the "Home Page" with the Institution Name <Proprietary School> and OPEID <10000005> shown at the top of the page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Content area is divided into 2 sections. The left section has the headings "Create Annual Submission", "Other Submissions", "Administration", and "Other Links".</p> <p>The "Create Annual Submission" section contains the following link:</p> <ul style="list-style-type: none"> - Resubmit FYE MM/DD/YYYY Annual Submission <p>The "Other Submissions" sections contain links to the different submissions they are eligible for. Possible links are:</p> <ul style="list-style-type: none"> - Create Merger/ Change in Ownership Submission - Change in Fiscal Year End Date - Create Waiver Exemption Request Submission - Create Initial Application Submission - Create a Closeout Audit Submission - Resubmit Closeout Audit Submission - Create Reinstatement Submission - Resubmit Reinstatement Submission - Create Stub Audit Submission - Resubmit Stub Audit Submission - Submit Additional Information <p>In addition there is a "View Historical Submissions" link displayed.</p> <p>The "Administration" section contains the following links:</p> <ul style="list-style-type: none"> - Update My User Profile - View Institution Profile - Letter of Public Status <p>The "Other Links" section contains the following links:</p> <ul style="list-style-type: none"> - Department of Education - Schools Portal <p>The right section has the heading "Notifications" and contains informational notifications to the institution. The following notifications will be included among others in the notification display for this institution:</p> <ul style="list-style-type: none"> - Your FYE 10/31/2002 Annual Submission submitted on 11/19/2003 11:18:20 is incomplete. Click here to view the Incomplete Letter. - Your Stub Audit Submission Submitted on 11/19/2003 10:42:47 is incomplete. Click here to view the Incomplete Letter. - Your Closeout Audit Submission submitted on 09/25/2003 15:01:49 is incomplete. Click here to view the Incomplete Letter. - Your Reinstatement Submission submitted on 08/15/2003 12:45:57 is incomplete. Click here to view the Incomplete Letter. 	INC01 INC03 INC04 INC06			
	View Incomplete Letter					

5	Select "Click here to view the Incomplete Letter" link associated with the most recent Merger/Change in Ownership Financial Statement	System displays the "Incomplete Letter Report" for that institution. This letter will be in a read-only format. The letter is populated with information that is specific to that institution. The presentation of this information will be provided in the following format: -Letter Header <United States Department of Education.....> -Printer-Friendly Version link -Current Date -OPE ID -School Institution/Group Locator President's name - School Institution/Group Locator Name - School Institution/Group Locator Address - School Institution/Group Locator City, State, Zip -Contents of Letter outlining reasons why submission was deemed incomplete -Resubmission instructions and deadlines -eZ-Audit Help Desk contact information -Statement of Student Assistance General Provision regulations -Signature from eZ-Audit Team	INC02			
6	Close Incomplete Letter window	System displays the original Institutional "Home page."				
	Resubmit incomplete submissions					
7	Select "Resubmit FYE MM/DD/YYYY Annual Submission" link from left navigation	System displays the "Financial Statements" page. This page, along with the remainder of the pages contained in this submission, is populated with the information provided in the previous submission that was marked incomplete. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "FSA Annual Submission Financial Statement Information". Immediately below the heading is the Institution name <Proprietary School> and OPEID <10000005>. The Institution name will be illustrated as a link. The page then contains the following questions/fields: - Indicate Period Audited and explanation if less than 1 year. -Begin Date <01/01/2003> -End Date <12/31/2003> - Review Auditor Information<Pricewaterhouse 11111111> and indicate if there has been a change (Yes/No) <No>. If No, new auditor TIN is required. - Financial Statements in compliance with GAAP (Yes/No) <Yes> - Financial Statements in compliance with Government Auditing Standards (Yes/No) <Yes> - Opinion Type (drop down list box) <qualified> - Enter 90/10 Revenue Attestation Percentage <50%> - Disclosures (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition, and Late Refunds <No for all> - Enter Financial Statement Data: links to Balance Sheet, Income Statement, and Cash Flows Statement The following buttons are available to the user: Cancel, Save, and Save & Proceed	INC05			
8	Select "eZ-Audit Home" button from top navigation	System displays the original Institutional "Home page."				

9	Select "Resubmit Closeout Audit Submission" link from left navigation	<p>System displays the "Closeout Submission" page. This page, along with the remainder of the pages contained in this submission, is populated with the information provided in the previous submission that was marked incomplete.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "Closeout Audit Submission Compliance Audit Information". Immediately below the heading is the Institution name <Proprietary School> and OPEID <10000005>. The Institution name will be illustrated as a link. The page then contains the following questions/fields:</p> <ul style="list-style-type: none"> -Indicate the Title IV program(s) in which your institution participates: FSEOG 84.007; FFELP 84.032; FWS 84.033; FPL 84.038 ; Pell 84.063; FDLP 84.268 (Audited/Closeout) <Audited for all> - Indicate Period Audited and explanation if less than 1 year. -Begin Date <02/02/2002> -End Date <02/02/2003> - Review Auditor Information<David A & Levy, CPA, P.C 111111111> and indicate if there has been a change (Yes/No) <No>. If No, new auditor TIN is required. <ul style="list-style-type: none"> - Does this compliance audit contain any findings related to the FSA Title IV programs? <No> - Does the attached audit indicate that this examination was conducted in accordance with: Government Auditing Standards; Audit Guide (Yes/No) <Yes for all> - Opinion Type (drop down list box) <qualified> - Were there audit findings in the previous year's audit? <No> - Does Institution utilize a Third-Party Servicer? <Yes> - Does the attached audit indicate that management assertions have been examined, that the institution complied with the specified compliance requirements regarding (Yes/No): Institutional Eligibility and Participation; Reporting; Student Eligibility; Disbursements; Refunds; GAPS and Cash Management; Perkins; Administrative Capability; Closeout <Yes for all> - Enter Financial Statement Data: links to Balance Sheet, Income Statement, and Cash Flows Statement <p>The following button is available to the user: Next page</p>	INC07			
10	Select "eZ-Audit Home" button from top navigation	System displays the original Institutional "Home page."				

11	Select "Create Closeout Audit Submission" link from left navigation	<p>System displays the "Closeout Submission" page.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none">- eZ-Audit Home- Help- Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none">- Compliance Audit- Completeness Checklist- Upload Attachments- Submit <p>The contents area of the page has the heading "Closeout Audit Submission Compliance Audit Information". Immediately below the heading is the Institution name <Proprietary School> and OPEID <10000005>. The Institution name will be illustrated as a link. The page then contains the following questions/fields:</p> <ul style="list-style-type: none">-Indicate the Title IV program(s) in which your institution participates: FSEOG 84.007; FFELP 84.032; FWS 84.033; FPL 84.038; Pell 84.063; FDLP 84.268 (Audited/Closeout)- Indicate Period Audited and explanation if less than 1 year.-Begin Date-End Date- Review Auditor Information and indicate if there has been a change (Yes/No). If No, new auditor TIN is required. <p>- Does this compliance audit contain any findings related to the FSA Title IV programs?</p> <p>-If yes, do these include findings of the following types? (Yes/No): Pell Adjustment; Student Eligibility (If Yes, Summary Schedule A is required attached audit); Disbursement (If Yes, Summary Schedule B is required attached audit); Refunds (If Yes, Summary Schedule C is required attached audit)</p> <p>- Does the attached audit indicate that this examination was conducted in accordance with: Government Auditing Standards; Audit Guide (Yes/No)</p> <p>- Opinion Type (drop down list box)</p> <p>- Were there audit findings in the previous year's audit?</p> <p>- Does Institution utilize a Third-Party Servicer?</p> <p>- Does the attached audit indicate that management assertions have been examined, that the institution complied with the specified compliance requirements regarding (Yes/No): Institutional Eligibility and Participation; Reporting; Student Eligibility; Disbursements; Refunds; GAPS and Cash Management; Perkins; Administrative Capability; Closeout</p> <p>- Enter Financial Statement Data: links to Balance Sheet, Income Statement, and Cash Flows Statement</p> <p>The following button is available to the user: Next page</p>	INC06			
	Logout					
12	Select "Logout" button in top nav	<p>The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out."</p> <p>There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."</p>				
13	Close browser window	Internet browser is closed				

Script Name **Incomplete Letter Report**
Description The purpose of this script is to test the ability of eZ-Audit to generate notification emails when incomplete letter reports are created.

Created By Kevin Rowland
Tested By
Date Tested
Prerequisites Must be logged in as an Institution Data Entry user.
Use Cases Covered Quality Control (30)

Step#	Action	Expected Results	Test Condition Adressed	Pass/Fail	Comments	SIR #
	Institution Login					
1	Click to open Internet Browser	Browser opens				
2	Enter eZ-Audit application link into browser: <http://dev.ezaudit.ed.gov:8531/EZWebApp/common/login.jsp>.	<p>System presents the login page.</p> <p>The following text is displayed below the Welcome to eZ-Audit heading:</p> <p>"Welcome to the eZ-Audit website. If this is your first time using this site, you will need a username and temporary password already registered from ED. If you are not a registered user or if you have forgotten your username and password, please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877) 263-0780."</p> <p>"If you are registered to use this site, please enter your username and password to login."</p> <p>"*Disclaimer* - This site uses session cookies. If your browser does not allow cookies, or you do not have cookies enabled, you will not be able to access this site. The cookie will not be stored on your machine after you close your browser."</p> <p>The system will display a username and password label and text boxes for login. A button will also be displayed with the label "Login".</p> <p>The following text must also be displayed on the page:</p> <p>"WARNING: This is a Department of Education computer system. Department of Education computer systems are provided for the processing of Official U.S. Government information only.</p> <p>THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTING, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE."</p> <p>"Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - whether through a secure Web form, a standard Web form, or by sending an electronic mail message - is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties.</p> <p>The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA. The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with this web site, or you have questions about the FSA's privacy policy and information practices you should e-mail us at webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail.</p> <p>"</p>				
3	Enter username <nonprof05> and password <Password1>	<p>Username is displayed in the username field.</p> <p>Password is displayed in the password field with *s</p>				

4	Select "Login" button	<p>System presents the "Home Page" with the Institution Name <Proprietary School> and OPEID <10000005> shown at the top of the page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Content area is divided into 2 sections. The left section has the headings "Create Annual Submission", "Other Submissions", "Administration", and "Other Links".</p> <p>The "Create Annual Submission" section contains the following link:</p> <ul style="list-style-type: none"> - Resubmit FYE MM/DD/YYYY Annual Submission <p>The "Other Submissions" sections contain links to the different submissions they are eligible for. Possible links are:</p> <ul style="list-style-type: none"> - Create Merger/ Change in Ownership Submission - Change in Fiscal Year End Date - Create Waiver Exemption Request Submission - Create Initial Application Submission - Create a Closeout Audit Submission - Resubmit Closeout Audit Submission - Create Reinstatement Submission - Resubmit Reinstatement Submission - Create Stub Audit Submission - Resubmit Stub Audit Submission - Submit Additional Information <p>In addition there is a "View Historical Submissions" link displayed.</p> <p>The "Administration" section contains the following links:</p> <ul style="list-style-type: none"> - Update My User Profile - View Institution Profile - Letter of Public Status 				
5		<p>The "Other Links" section contains the following links:</p> <ul style="list-style-type: none"> - Department of Education - Schools Portal <p>The right section has the heading "Notifications" and contains informational notifications to the institution. The following notifications will be included among others in the notification display for this institution:</p> <ul style="list-style-type: none"> - Your FYE 10/31/2002 Annual Submission submitted on 11/19/2003 11:18:20 is incomplete. Click here to view the Incomplete Letter. - Your Stub Audit Submission Submitted on 11/19/2003 10:42:47 is incomplete. Click here to view the Incomplete Letter. - Your Closeout Audit Submission submitted on 09/25/2003 15:01:49 is incomplete. Click here to view the Incomplete Letter. - Your Reinstatement Submission submitted on 08/15/2003 12:45:57 is incomplete. Click here to view the Incomplete Letter. 				
Resubmit with Contact information						
6	Select "Resubmit Stub Annual Submission" link from left navigation	<p>System displays the "Financial Statements" page. This page, along with the remainder of the pages contained in this submission, is populated with the information provided in the previous submission that was marked incomplete.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit <p>The contents area of the page has the heading "FSA Annual Submission Financial Statement Information". Immediately below the heading is the Institution name <Proprietary School> and OPEID <10000005>. The Institution name will be illustrated as a link. The page then contains the following questions/fields:</p>				

		<ul style="list-style-type: none"> - Indicate Period Audited and explanation if less than 1 year. -Begin Date <01/01/2003> -End Date <12/31/2003> - Review Auditor Information<Pricewaterhouse 111111111> and indicate if there has been a change (Yes/No) <No>. If No, new auditor TIN is required. - Financial Statements in compliance with GAAP (Yes/No) <Yes> - Financial Statements in compliance with Government Auditing Standards (Yes/No) <Yes> - Opinion Type (drop down list box) <qualified> - Enter 90/10 Revenue Attestation Percentage <50%> - Disclosures (Yes/No): Going Concern, Contingent Liabilities, Debt Agreement Violation, ED Compliance Issues, Revenue Recognition, and Late Refunds <No for all> - Enter Financial Statement Data: links to Balance Sheet, Income Statement, and Cash Flows Statement <p>The following buttons are available to the user: Cancel, Save, and Save & Proceed</p>				
7	Select "Completeness Checklist" from the left navigation	<p>System displays the "Checklist" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - Help - Logout <p>Left navigation consists of:</p> <ul style="list-style-type: none"> - Financial Statements - Compliance Audit - Checklist - Upload Attachment(s) - Submit <p>The contents area of the page has the heading "TSA Initial Submission Checklist". Immediately below the heading is the Institution name <Bay State College> and OPEID <03516500>. The Institution name will be illustrated as a link. The page then contains three sections with the following headings:(1) Are the following items included in the attachment of your Financial Statements? Text labels displayed are:</p> <ul style="list-style-type: none"> - Balance Sheet - Income Statement - Change in Equity - Cash Flows Statement - Consolidated Statements - Notes to Financial Statements - 90/10 Revenue Attestation - Report of Compliance with Laws and Regulations - Report on Internal Controls - Report on Financial Statements (Note: This report must include Auditor's signature) <p>Note: For each text label Yes/No/NA radio buttons and a text box are provided.</p> <p>2) Are the following items included in the attachment of your Compliance Audit?</p> <ul style="list-style-type: none"> - Servicer Information Sheet - Auditor Information Sheet - Summary Schedule A, B, & C - Corrective Action Plan - Schedule of Findings & Questioned Costs - Statement addressing prior year audit findings - Independent Auditor's Report - Explanation of All Current Year Audit Findings <p>Does the Independent...assertions?</p> <ul style="list-style-type: none"> - Institution Eligibility & Participation - Reporting - Student Eligibility - Disbursements - Refunds/Return of Title IV - GAPS & Cash Management - Perkins Loan - Administrative Capability <p>3) Contact Information/ Additional Notes</p> <p>Please let us know who to contact.....submission.</p>				

		Financial Statement Contact -Name -Email Compliance Audit Contact -Name -Email Enter any addition information Note: Text boxes are provided for the user to input contact information				
8	Enter <Kevin Rowland> in the "Financial Statement Contact Name" field	Field accepts input				
9	Enter <Kevin Rowland> in the "Compliance Audit Contact Email" field	Field accepts input				
10	Enter <testername@accenture.com> in the "Financial Statement Contact Name" field	Field accepts input				
11	Enter <testername@accenture.com> in the "Compliance Audit Contact Email" field	Field accepts input				
12	Select "Save and Proceed" button	System displays the "Upload Attachment(s)" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "FSA Annual Submission File Upload". Immediately below the heading is the Institution name <Bay State College> and OPEID <00396500>. The Institution name will be illustrated as a link. The page then contains the following text: As part of your Annual Submission, you must include an electronic copy of your complete audited financial statements, compliance audit and corrective action plan (if applicable). Please use the fields below to upload the files that you wish to submit to the Department of Education. For each file you upload, use the checkboxes to indicate what is contained in the file. Please note, all files must be in .pdf format. Upload times may vary depending on connection speed, but upload times of up to 1 minute per 1 MB is common - please wait for page to refresh before continuing. Below the text there are File field and Browse button; Checkboxes for Type (Audited Financial Statements, Compliance Audit, Corrective Action Plan, Other, All); and Add button. There are also Cancel, Save, and Save and Proceed buttons.				
13	Select "Submit" link from the left navigation	System displays the "Submit" page. The page contains top navigation: eZ-Audit Home, Help, and Logout. Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit. The contents area of the page has the heading "FSA Annual Submission Submit". Immediately below the heading is the Institution name <Bay State College> and OPEID <00396500>. The Institution name will be illustrated as a link. The page then contains the following text: By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review. Your submission must have been prepared in accordance with guidance provided in 34 CFR 668.23, the FSA Audit Guide, or OMB Circular A-133. Once submitted, you will only have read access to the data. REMINDER: OMB still requires submissions of A-133 reports (public and non-profit institutions) to the Federal Audit Clearinghouse. I herby certify that, to the best of my knowledge and belief, all information in this submission is true and accurate. - Submit to ED button is displayed				

14	Select "Submit to ED" button	System displays the "Institution Home" page with the following text message displayed below the Notification heading: Your Submission has been received by the Department of Education. You will be contacted if additional information is needed after the submission has passed the edit/completeness check. Also displayed in the "Notifications" section is the following: Your Fiscal Year End <> annual submission was received on MM/DD/YYYY <today's date> at HH:MM:SS <time of submission>. Review of your submission has not yet started.				
	Logout					
15	Select "Logout" button in top nav	The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out." There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."				
16	Close browser window	Internet browser is closed				

Script Name Incomplete Letter Report
Description The purpose of this script is to test a Case Team user's ability to search for incomplete submissions.
Created By Kevin Rowland
Tested By
Date Tested
Prerequisites Must be logged in as a Case Team member.
Use Cases Covered Select an Institution (15); Query (7); Quality Control (30)

Step#	Action	Expected Results	Test Condition Addressed	Pass/Fail	Comments	SIR #
	Case Team Login					
1	Click to open Internet Browser	Browser opens				
2	Enter eZ-Audit application link into browser: <http://dev.ezaudit.ed.gov:8531/EZWebApp/common/login.jsp>.	<p>System presents the login page.</p> <p>The following text is displayed below the Welcome to eZ-Audit heading:</p> <p>"Welcome to the eZ-Audit website. If this is your first time using this site, you will need a username and temporary password already registered from ED. If you are not a registered user or if you have forgotten your username and password, please contact your Institution Administrator or the eZ-Audit Help Desk for support at (877) 263-0780."</p> <p>"If you are registered to use this site, please enter your username and password to login."</p> <p>"*Disclaimer* - This site uses session cookies. If your browser does not allow cookies, or you do not have cookies enabled, you will not be able to access this site. The cookie will not be stored on your machine after you close your browser."</p> <p>The system will display a username and password label and text boxes for login. A button will also be displayed with the label "Login".</p> <p>The following text must also be displayed on the page:</p> <p>"WARNING: This is a Department of Education computer system. Department of Education THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any potential evidence of crime found on Department of Education computer systems. Unauthorized use of this system is a violation of Federal law and can be punished with fines or imprisonment (P.L. 99-474). "USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, INTERCEPTING, RECORDING, READING, COPYING, OR CAPTURING and DISCLOSURE."</p> <p>"Information Collected from You: You may decide to send FSA information, including personally identifying information. The information you supply - whether through a secure Web form, a standard Web form, or by sending an electronic mail message - is maintained by FSA for the purpose of processing your request or inquiry. FSA also uses the information you supply in other ways to further FSA's mission of maintaining stability and public confidence in the nation's banking system. Various employees of FSA may see the information you submit in the course of their official duties.</p>				

		The information may also be shared by FSA with third parties to advance the purpose for which you provide the information, including other federal or state government agencies. For example, if you file a complaint, it may be sent to a financial institution for action, or information may be supplied to the Department of Justice in the event it appears that federal criminal statutes have been violated by an entity you are reporting to FSA. The primary use of personally identifying information will be to enable the government to contact you in the event we have questions regarding the information you have reported. If you are concerned about how information about you may have been used in connection with this web site, or you have questions about the FSA's privacy policy and information practices you should e-mail us at webmaster@fsa.ed.gov. Electronic mail is not necessarily secure. You are advised to be cautious when sending electronic mail containing sensitive, confidential information. As an alternative, we advise users to give consideration to using postal mail. "				
3	Enter username <pscre03> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				
4	Select "Login" button	System displays the "Quality Control (QC) Home" page. The page contains top navigation: - eZ-Audit Home - My Profile - Search - Reports - Logout The contents area of the page has the heading "Submissions Pending QC Review." Immediately above the heading are links to team sections <1, 2, 5, 11>. Immediately below the heading is a two column table with the column headings of Institution Name and Submission Information. The system presents the user with a list of schools that are pending QC review. The below example illustrates the format in which these institutions are presented to the user. This example will be displayed on the page. -Institution Name <Proprietary School> (link) -Submission Information OPE ID: <10000004> FY End: <N/A> Date of Submission: <8/15/2003> Resolution Due Date: Submission Type: <Reinstatement Financial Statement> Team: <2> System Flag: <Flagged>				
	Search Functionality					

5	Select "Search" button from the top navigation	<p>System displays the "Search" page. The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The contents area of the page has the heading "Search Institutions." Immediately below the heading are instructions and notes for the provided search functionality. Provided below are categories in which the through user input a desired institution can be found. The search categories are as follows:</p> <ul style="list-style-type: none"> -OPE ID: (text box) -Institution Name: (text box) -City: (text box) -State: (text box) -Province: (text box) -Country: (text box) -Case Team: (dropdown box pre-populated with "All") -Type of Institution: (dropdown box pre-populated with "All") -Type of Submission: (dropdown box pre-populated with "All") -Submission Reason: (dropdown box pre-populated with "All") -Submission Status: (dropdown box) -Fiscal Year End: (text box) -CPA Name: (text box) <p>The following buttons are available to the user: Search</p>	INC11			
6	Enter OPE ID <10000005>	Field accepts input				
7	Select the "Search" button	<p>System displays the search results in the form of a table at the bottom of the "Search" page. Above the table the systems displays the "Total # of Results Returned: <>." The search results will be presented to the user in the following form:</p> <ul style="list-style-type: none"> -Institution (link) <> -OPE ID <> -Fiscal Year End <> -Case Team <> -CPA Name <> -Submission Reason <> -Institution Type <> -Submission Type <> -Submission Status <> <p>The institutions found through the search functionality will be read-only and will not be assignable. Note: The provided information is one example of an entry that the system will display.</p>	INC11 INC14 INC12 INC13			
	Submission Summary					

8	Select the "Proprietary School" institution link that pertains to an Incomplete Closeout Audit Financial Statement submission (## institution in table)	<p>System displays the "Submission Summary" page.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The page has left navigation:</p> <ul style="list-style-type: none"> -Submission Summary -Financial Statements -View Attachments -Financial Statement QC -Correspondence Log -Notes <p>The contents area of the page has the heading "Submission Summary." Immediately below the heading is the Institution name <Proprietary School>, OPEID <10000005>, the submission status corresponding to the institution <Incomplete>, and a link to the incomplete letter "Link to Incomplete letter". The content area of the page contains the following information:</p>	INC08 INC15			
		<ul style="list-style-type: none"> -Institution Info -OPE ID: <10000005> -DUNS: -Date Submission Received: <> -Title IV Eligibility Status: <> -All Submissions Current: <> -Missing Submissions: -Financial Statement -Financial Analyst: -Resolution Due Date: -Reason for Flagging: <> -Years in Zone: -Total: <0> -Consecutive: <0> -eZ-Audit Composite Score: <0.3> -Determination: -Completeness Status: <Not Screened> -Pre-screener: -Screen Date: 				
	View Incomplete Letter					

9 Select "Link to Incomplete Letter" link	<p>System displays the "Incomplete Letter Report" for that institution.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The page has left navigation:</p> <ul style="list-style-type: none"> -Submission Summary -Financial Statements -View Attachments -Financial Statement QC -Correspondence Log -Notes <p>This letter will be in a read-only format. The letter is populated with information that is specific to that institution. The presentation of this information will be provided in the following format:</p> <ul style="list-style-type: none"> -Letter Header <United States Department of Education.....> -Printer-Friendly Version link -Current Date -OPE ID -School Institution/Group Locator President's name - School Institution/Group Locator Name - School Institution/Group Locator Address - School Institution/Group Locator City, State, Zip -Contents of Letter outlining reasons why submission was deemed incomplete -Resubmission instructions and deadlines -eZ-Audit Help Desk contact information -Statement of Student Assistance General Provision regulations -Signature from eZ-Audit Team 	INC09			
Correspondence Log Record					

10	Select "Correspondence Log" link from the left navigation	<p>System displays the "Correspondence Log" page.</p> <p>The page contains top navigation:</p> <ul style="list-style-type: none">- eZ-Audit Home- My Profile- Search- Reports- Logout <p>The contents area of the page has the heading "Correspondence Log." Immediately below the heading is the Institution name <Proprietary School>, OPEID <10000005>, the submission status corresponding to the institution <Incomplete>, the ACN: <>, and the FYE Date: <>. The content area of the page contains the following information:</p> <p>-Institution Info</p> <ul style="list-style-type: none">-OPE ID: <10000005>-DUNS:-ACN:-Fiscal Year:-Institution Type: <Proprietary>-Submission Type: <Reinstatement> <p>-School Group:</p> <p>-Add New Entry</p> <p>-Type: (Dropdown box pre-populated with "Select a Type")</p> <p>-Date: (Text box)</p> <p>-Recipient: (Dropdown box pre-populated with "Select a Recipient")</p> <p>-Status: (Dropdown box pre-populated with "Select a Status")</p> <p>-Comments: (Text box)</p> <p>Buttons will be displayed with the following labels, "Add Entry" and "Reset."</p> <p>The system will also display a table titled "Existing Entries:" with the following contents:</p> <p>-Type</p> <ul style="list-style-type: none">-Row 1 <Incomplete Submission Letter>-Row 2 <Incomplete Submission Letter> <p>-Date</p> <ul style="list-style-type: none">-Row 1 <12/02/2003>-Row 2 <12/05/2003> <p>-Recipient</p> <ul style="list-style-type: none">-Row 1 <Case Management and Oversight>-Row 2 <School> <p>-Status</p> <ul style="list-style-type: none">-Row 1 <Posted>-Row 2 <Viewed> <p>-Comments</p> <ul style="list-style-type: none">-Row 1 <Auto-generated by QC>-Row 2 <Auto-generated> <p>-By</p> <ul style="list-style-type: none">-Row 1 <ars01>-Row 2 <ars01>	INC10 INC71			
	Logout					
11	Select "Logout" button in top nav	<p>The system displays a page with the following message to the user after the eZ-Audit Logout title: "Thank you for using eZ-Audit, you have been logged out."</p> <p>There is a clickable link returning the user to the Login and Welcome page: "Click here to log back in."</p>				
12	Close browser window	Internet browser is closed				

	Email Check					
13	Click to open Internet Browser	Browser opens				
14	Login personal Email account	Emails should exist that were generated from the eZ-Audit system. One of the email should be a notification that a Financial Statement submission made through eZ-system was deemed incomplete and the other email should pertain to an incomplete Compliance Audit.	INC83			